



WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for a **Production Control & Inventory Coordinator** to join our team of talented and enthusiastic professionals!

EDUCATION & EXPERIENCE: AA or AS degree is desired.

Minimum of 3 years of experience in Inventory, Materials Planning, and/or Production Control. ERP/MRP Experience is a must. Proficiency in Mandarin or Chinese is highly desired. Sigma Six or LEAN certification is a plus.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Highly Detail-oriented
- Excellent written and verbal communication skills
- Ability to work in a high-paced and time-sensitive manufacturing environment
- Ability to work in a team environment
- Excellent problem solving skills
- Computer proficient with MS Office applications
- Experience with MRP system such as M2M is a must
- Basic mathematical and analytical skills required
- Sigma Six, LEAN, or any other inventory/manufacturing related certifications
- Must be result driven and able to handle multiple priorities
- Proficiency in Mandarin or Chinese is highly desired
- Ability to travel to Tijuana plant

DUTIES/RESPONSIBILITIES:

- Materials Planning: Procurement of parts inventory based off historical and forecasted usage in partnership with Sales and Finance
- Ensures on hand parts inventory for open orders
- Performs inventory transactions in MRP database
- Auditing of cycle counts and parts inventory transactions
- Auditing of customer inventory spreadsheets
- Manage daily inventory department tasks
- Partner with Lean Department on inventory management system
- Create job orders
- Daily job closing
- Other duties as needed

WHAT WE OFFER?

Besides a GREAT culture, recognition programs, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance!

All interested candidates should send their resumes to jobs@pacmin.com